
 <p style="text-align: center;"> <b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>          State of Tennessee          Department of Correction       </p>	Index #: 511.01	Page 1 of 6
	Effective Date: December 15, 2003	
	Distribution: B	
	Supersedes: 511.01 (3/1/03) 9511.01 (3/1/03)	
Approved by:  Subject: FURLOUGHS		

- I. AUTHORITY: T.C.A. 4-3-603, T.C.A. 4-3-606, T.C.A. 41-21-227, T.C.A. 41-24-110, 41-21-239.
- II. PURPOSE: To establish guidelines for granting inmate furlough privileges.
- III. APPLICATION: To all TDOC and privately managed facilities employees and inmates.
- IV. DEFINITIONS:
  - A. Commissioner's Designee (CD): TDOC employee(s) authorized by the commissioner to serve as the approving authority for specific actions occurring at privately managed facilities. In the absence of the CD, the contract monitor assigned to that facility will serve that function. In the absence of both TDOC staff, the necessary notification/request for authorization will be made by telephone to the CD. If the CD is not reachable via phone, the contract monitor will be contacted. If both the CD and contract monitor are unavailable by telephone, the ranking shift officer at TCIP shall be contacted for required authorizations/notifications.
  - B. Electronic Monitoring: Monitoring of an inmate's movements and location via electronic equipment when on an authorized release from the facility.
  - C. Furlough: A temporary and time-limited release from physical custody status.
  - D. Furlough Coordinator: Staff member(s) appointed by the warden to coordinate furlough processing at each facility.
  - E. Immediate Family: Mother, father, husband, wife, children, grandchildren, brother, sister, grandmother, grandfather, and half siblings. Stepparents in loco parentis may be considered within this definition when it has been verified that the inmate was reared by this individual as a result of death, divorce, desertion, or other absences of a parent.
  - F. Pre-Release Inmate: An inmate recommended for parole who is not paroling to a detainer and who will reside within the state of Tennessee or any inmate who will expire his sentence, does not have a felony detainer, and who plans to reside within the state of Tennessee upon release.
  - G. Voice Verification: An electronic monitoring program that uses voice identification technology and a standard telephone to verify the presence of an individual at a specified location.
- V. POLICY: The Tennessee Department of Correction (TDOC) may grant furloughs on an individual basis to inmates who meet the eligibility criteria and are approved by the warden (CD at privately managed facilities).

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VI. PROCEDURES:

- A. Furlough Privilege: Furloughs are a privilege and may be awarded only to those inmates with a record of behavior worthy of that privilege. The warden (CD at privately managed facilities) may revoke or withhold furlough privileges; additionally, furlough privileges may be revoked or withheld as a result of action taken by the disciplinary committee. Failure to comply with furlough conditions can result in disciplinary action as deemed appropriate for the violation.
- B. Inmates participating in a furlough shall be responsible for expenses incurred during the furlough. Expenses shall include, but not be limited to, transportation, lodging, meals, medical expenses incurred for non-emergency/non-life threatening conditions, etc. The inmate's signature releasing the TDOC from financial or other liability during the furlough shall also be included on the conditions of furlough statement. Inmates shall also be responsible for the cost incurred for electronic monitoring. A Personal Withdrawal Request, CR-2727, will be signed and the money deducted from the inmate's trust fund account prior to the inmate leaving the facility for furlough.
- C. Furlough Requests and Processing: When any type of furlough is requested by an eligible inmate, Institution Travel (LCD4) shall be completed. The warden/designee (CD at privately managed facilities) shall review, then enter the decision into Institution Travel (LCD4). If disapproved, Institution Travel (LCD4) will be completed and screen printed, and reason(s) for disapproval shall be noted on the printout. A copy shall be forwarded to the inmate and the original shall be sent to the inmate institutional record (IIR) through the furlough coordinator. If approved, travel document BI01D072 will be printed and signed by the warden/designee (CD at privately managed facilities), inmate, and staff that have been designated to process furloughs.
- D. The inmate will be allowed to take his TDOC I.D. with him on furlough.
- E. Law Enforcement Notification: The chief law enforcement officer of the furlough destination (sheriff and/or chief of police) shall be notified at least five (5) calendar days prior to the date of furlough departure of all inmates approved for furlough.
  1. INFOPAC report BI01D082 shall be used for notification purposes for all inmates convicted of homicide offenses, aggravated rape, rape, or rape of a child.
  2. INFOPAC report BI01D071 shall be used for notification purposes for all other inmates.
  3. In the event an emergency furlough is granted based on the death or critical illness of an immediate family member, notification shall be made immediately. The appropriate notification form should be faxed, when possible, to the chief of the local law enforcement agency in the area of the furlough destination. The fax confirmation message should be attached to the file copy and placed in the IIR. If fax transmission is not possible, telephone notification shall be made and documented on Contact Notes (LCDG), using the code "OLTC".

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4. All inmates must have the furlough form BI01D072 stamped, signed, etc., by an authorized representative in the law enforcement official's office of the county where the inmate is going. Upon return from furlough, the inmate must turn in the form showing contact was made with the appropriate official. That document shall be filed in the IIR.
- F. Pre-Release: All pre-release inmates may be granted one forty-eight (48 hour) furlough only for the purpose of securing employment and a place of residence upon release from confinement. In no event shall such a furlough be granted to an inmate after he/she has secured employment and a place of residence.
1. Furloughs shall be taken during the regular workweek between Monday and Friday only; holidays are excluded.
  2. A member of the inmate's immediate family or representative from an approved halfway house must provide transportation both to and from the approved lodging site. Approved volunteers may also be considered to provide transportation for furloughs.
  3. The inmate must be within thirty (30) days of a verified release date established by the TN Board of Probation and Parole or by TDOC records (expiration of sentence).
  4. Inmates leaving the institution on a pre-release furlough will be monitored electronically via voice verification and a standard telephone. The monitoring system will be set for individual agendas and limitations and will be fully explained to the inmate prior to leaving the institution.
- G. Emergency Furlough: Any inmate classified as minimum trusty custody may be granted up to a two day emergency furlough only if they have no more than one (1) year until their RED date or sentence expiration and have served no less than one year in a TDOC facility on the current conviction. Emergency furloughs may be considered only in the event of the death, critical or terminal illness of an immediate family member.
- H. Emergency furloughs are exempt from electronic monitoring.
1. Verification of a death must be made through the funeral home or through the local coroner's office by designated institutional staff. Verification shall be documented and signed by verifying staff.
  2. Health services staff, chaplain, or designee must make verification of any critical or terminal illness with the staff or doctor of the hospital where the relative is being treated.
  3. In addition to completing the procedures outlined in Section VI.(C) of this policy, the furlough coordinator shall request and print INFOPAC reports BI01MAV, Emergency Travel Request, for all approved furloughs. This report shall be placed in Volume II of the IIR.

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I. Furlough Violation:

1. Failure to accomplish the purpose of the furlough (i.e., not going to a scheduled interview, spending the furlough at home instead of job/house hunting, etc.) or violation of furlough rules will result in disciplinary action.
2. Any individual committing a felony while on furlough shall be ineligible for further furlough consideration during the remainder of the current sentence, as is anyone with a pending charge or detainer.
3. Inmates who do not return from furloughs at the appointed time shall be disciplined by the procedure set forth below:
  - a. Any individual who is up to three (3) hours late shall be issued a disciplinary report for the offense of "late returning from a furlough".
  - b. Individuals who are more than three (3) hours late, and who have made no contact with the institution, shall be charged with escape in accordance with Policy #502.05. The local authorities should also be notified at this point, escape procedures implemented, and an escape warrant obtained in accordance with TDOC Policy #506.12. In the event that a lesser disciplinary charge would be more appropriate, at the time of the disciplinary hearing, the disciplinary would be dismissed and rewritten to reflect the correct offense ("furlough violation").
4. Inmates who fail to report within the agreed time of the electronic monitoring will be disciplined by the procedure set forth below:
  - a. An individual who is up to 30 minutes late in violation of the agreement shall be issued a disciplinary report for furlough violation. If an inmate determines he will be unable to meet the designated telephone location by the assigned time due to conditions beyond his control, he will notify the institution within 15 minutes prior to the designated time. If it is determined to be a justified condition, a disciplinary report will not be issued.
  - b. Inmates who fail to report for more than three (3) hours, and who have made no contact with the institution, shall be charged with escape in accordance with Policy #502.05. The local authorities should also be notified at this point and escape procedures implemented and an escape warrant shall be obtained in accordance with TDOC Policy #506.12. In the event that a lesser disciplinary charge would be more appropriate, at the time of the disciplinary hearing, the disciplinary would be dismissed and rewritten to reflect the correct offense ("furlough violation").

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- J. Inmates returning to the facility from any type of furlough shall be tested for drug and alcohol use. Drug screens shall be administered in accordance with Policy #506.21 and subject to the provisions therein.
- K. Upon the conclusion of a pre-release furlough, the inmate's counselor or the pre-release coordinator shall discuss the results of the furlough with the inmate to determine if goals and objectives were met (i.e., job interviews completed, employment obtained, housing located, etc.). This discussion shall be documented on Contact Notes (LCDG).

VII. ACA STANDARDS: 4-4442, 4-4444, 4-4502.

VIII. EXPIRATION DATE: December 15, 2006.



TENNESSEE DEPARTMENT OF CORRECTION  
TRUST FUND ACCOUNT  
PERSONAL WITHDRAWAL REQUEST

INSTITUTION

\$

DATE:

PLEASE DEDUCT THE FOLLOWING AMOUNT FROM MY ACCOUNT:

DOLLARS

THIS CHECK IS TO BE MAILED TO:

NAME  
STREET ADDRESS  
CITY, STATE, ZIP

THE PURPOSE OF THIS WITHDRAWAL IS:

INMATE SIGNATURE

INMATE #

Building:  
Room #:

WITNESSED:

APPROVED: YES NO

REASON FOR DENIAL:

WARDEN / DIRECTOR DESIGNEE

DATE

CR-2727 (Rev. 6-02) White-Inmate Canary-Trust Fund Office



TENNESSEE DEPARTMENT OF CORRECTION  
TRUST FUND ACCOUNT  
PERSONAL WITHDRAWAL REQUEST

INSTITUTION

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